

MANISTEE CITY COUNCIL

WORK SESSION AGENDA

Tuesday, September 12, 2017 - 7:00 p.m. - Council Chambers, City Hall

I. Call to Order.

II. Work Session Items.

- a.) PUBLIC COMMENTS ON WORK SESSION RELATED ITEMS.
- b.) DISCUSSION ON SIDEWALK ORDINANCE / SIDEWALK PROGRAM. – DPW Director Jeff Mikula and City Engineer Shawn Middleton.
- c.) DISCUSSION ON COUNCIL POLICY CP-3 SALE OF CITY-OWNED PROPERTY – City Manager Thad Taylor and Planning & Zoning Administrator Denise Blakeslee.
- d.) DISCUSSION ON RECYCLING CENTER. – DPW Director Jeff Mikula.
- e.) DISCUSSION ON WATER AND SEWER RATES. – Councilmember Lynda Beaton.
- f.) OTHER.

III. Adjourn.

POLICY AND PROCEDURE
FOR THE
SALE OF CITY OWNED PROPERTY

The City of Manistee accepts proposals from persons interested in purchasing City owned property. In order for the City to receive an optimal price for the property, the following policy and procedure shall be followed.

The properties owned by the City of Manistee fall into three categories:

1. Parks, roadways and municipal properties which should not be considered for sale.
2. Those properties of vacant or occupied land which have no future value or use by the City.
3. Those properties, vacant or occupied, that the City would like to market with specific anticipated, uses or development.

PROCEDURE:

1. Properties offered for sale or requested for sale (that do not fall into an anticipated use category) by a buyer should be referred to the Planning Commission by the City Manager.
2. The Planning Commission will determine category (future use) and in consultation with the City Manager and City Assessor, recommend a minimum price. Those properties which are designated as having desired specific anticipated uses or development will be recommended for sale with development guidelines to be adhered to by the buyer. This process will insure that the property is developed in the way which the City deems in the best interest of the future development of the City.
3. Upon review by the Planning Commission a recommendation will be forwarded to the City Council.
4. If the City Council concurs with the recommendation, the City Manager will be instructed to advertise and accept bids for the sale.
5. The received bids will be reviewed by Council. A bid which does not meet the recommended price may be refused or accepted by the Council. If the bid is acceptable to the Council, the Council will give public notice of the following:


- a. a description of the property.
- b. the tentative accepted price, and
- c. an offer to sell the property to any interested buyer at a price which is greater than the tentatively accepted price.

An open competitive bidding situation is created.

6. The period of time to accept this (or these) increased bids will be no longer than fifteen (15) days. If the public notice generates subsequent bids, the Council will instruct the City Manager to initiate the bid procedure again. This procedure will continue until a single highest bid is obtained.
7. Upon final acceptance of the bid, the City Council formally resolves to sell the property to the highest bidder and instructs the City Manager to execute the deal.
8. For those City owned properties located outside of the City incorporated limits, Council shall have the flexibility to negotiate the purchase price for the property being sold. Appraisals, consideration of job creations or other relevant information shall be considered when establishing a purchase price for the property. Planning Commission involvement and competitive bidding are not required for sale of property located outside of the City limits.


Properties to be leased by the City should be executed in a similar manner.

Council Policy Adopted: April 5, 1988
Council Policy Revised: November 8, 2006



Mayor Robert B. Goodspeed 11/08/06 Dated

Attest:



Michelle Wright, City Clerk 11-8-06 Dated